



## 2016 County Clerk Annual Report

Barbara A. Frank, County Clerk

Audrey McGraw, Chief Deputy

Roxanne Witte, Deputy

Deputized Finance Department Staff:

Cindy Diestelmann, Jayne Hintzmann, Donna Miller

## 2016 ELECTIONS

Election Date	Population	Eligible Voters	Registered Voters	Ballots Cast	Eligible Voters	Registered Voters
February 16, 2016 Spring Primary	84,255	60,664	48,754	10,079	16.6	20.7
Justice of the Supreme Court, Co Board District #10, City of Watertown Mayor, Jefferson School Referendum, and Oconomowoc School Board						
April 5, 2016	84,255	60,664	48,972	30,689	50.6	62.7%
Spring Presidential Primary Presidential Preference Vote, Judicial, County Supervisor, Municipal & School						
August 09, 2016	84,262	60,668	50,182	7,191	11.9	14.3
Fall Partisan Primary						
November 8, 2016	84,262	60,668	51,171	43,447	71.6	84.9
General Partisan Election: President & Vice President, US Senator, Representatives in Congress, State Senators -- Even Numbered Districts, Representatives to the Assembly, District Attorney, County Clerk, Register of Deeds, County Treasurer						
Stein Recount Recap					County Reimbursement	Municipal Reimbursement
December 1-7	Trump Clinton McMullin	23,410 16,561 258	23,417 16,569 322	+7 +8 +64	\$20,128.60	\$4,941.67

\*72% of the total population is estimated to be eligible to vote; Registered in SVRS (only 15% of county eligible not registered)

- o Implemented new election software for more streamlined election programming; wireless modem transmission and programming hardware with backups on an accelerated install due to issues with old hardware. Install & training was done between the April & August elections and was not planned until following the November election. The wireless modem saved many municipalities cost of landline phone services.

- Web page enhancements by continuous posting of candidate filings, election results activity as 37 candidate filed county board ballot status
  - WisVote provider for 11 municipalities with updating voter registrations and recording of each actual voter for each election generating revenue of \$ 28,090; T. Aztalan became a self provider in August reducing number of reliers; state now requires absentee tracking in the WisVote System
  - In house ballot layout resulting in styles; & programming of election software generating **\$22,316 revenue** from municipal & school districts;
- Continued counter service for DNR, ATV, Boats and Snowmobile registration as a convenience to county residents
  - Increase Department of Motor Vehicle (DMV) services to include vehicle registration sticker and title issuance
  - Accepted Debit and/or Credit Card payments of \$39,078 from 381 customers (adding approximately 5 minutes processing time with no additional revenue)
  - Process passports & take photos on a **“no appointment needed basis”** With **6** Federally Certified staff (annual certification required)
  - Served on the Wisconsin County Clerk’s Association (WCCA) Executive Board since 2009. Currently serving as Past President to WCCA.
  - Secure new coverage for property insurance for Jefferson County;
  - Audit the insurance claims to ensure the Jefferson County Claims are fully reimbursed

### **Revenue Summary**

<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>		<b>2016 Revenue</b>
467	464	478	481	486	Marriage License	\$21,870
34	42	51	43	32	ML Waiver Fees	\$ 800
7	6	3	7	10	ML Military Waiver Fees	\$ 100
5	4	5	0	0	Domestic Partners	\$ 0
3	3	2	0	0	DP Waiver Fees	\$ 0
			2		DP Termination	\$ 0
					<b>Mandated Services Total</b>	<b>\$22,770</b>
120	<b>83</b>	75	78	30	Temporary Plates (DMV)	\$ 150
705	<b>766</b>	775	795	928	Passport Fees **	\$23,200
403	<b>511</b>	564	586	737	Passport Photos	\$ 8,380
					DNR Fees	\$ 208
					DMV Plates/Sticker Renewal*	\$ 749
					In-house programming (elections)	\$22,317
					WisVote Relier (elections)	\$28,090
					ATV/Boat/Snowmobile	\$ 85
					<b>Total Non-Mandated Services</b>	<b>\$83,179</b>

\*New service 10/20/15

\*\* 17% increase from 2015

## **2017 Goals**

- Index and scan county wide contracts
- Committee Agendas all have same format and be posted timely on web; more user friendly approach to building the agendas per Ordinance 2014-09
- WisVote (new state system for statewide election/voter registration
- Continue to utilize current deputies to sell DNR decals (Boat, ATV, UTV, Snowmobile)\_with GO Wild software
- Involvement in Wisconsin Municipal Mutual Insurance Corporation (WMMIC) boards and committees
- *2 Scheduled 2017 Elections:*
  - **February 21, 2017** State Superintendent of Public Instruction and Oconomowoc School Primary
  - **April 4, 2017**, State Superintendent of Public Instruction, Justice of Supreme Court, Court of Appeals Judge District 4, Circuit Court Judge Branch 4, Municipal & School
- Reevaluate coverage for property & liability insurance for Jefferson County

## **2016 Responsibilities and Services Provided**

Statutory duties of the County Clerk's Office are listed in Wis. Stats. 59.23. The County Clerk performs a wide variety of tasks including:

- ❖ *The County Clerk shall act as Clerk of the Board at all of the Board's regular, special, limited term, and standing committee meetings thereof; under the direction of the County Board Chairperson or committee chairperson, create the agenda for board meetings; keep and record true minutes of all the proceedings of the Board in a format chosen by the Clerk, including all committee meetings, either personally or through the Clerk's appointee; file in the Clerk's office copies of agendas and minutes of board meetings and committee meetings; make regular entries of the board's resolutions and decisions upon all questions; record the vote of each supervisor on any question submitted to the Board, if required by any member present; publish ordinances as provided in § 59.14(1); and perform all duties prescribed by law or required by the Board in connection with its meetings and transactions. [am. 6/10/14, Ord. 2014-09]*
- ❖ *Each committee, board and commission shall select a secretary, who may be appointed by the Clerk to keep and preserve the minutes of committee meetings and attendance in the format determined by the County Clerk. The secretary shall, if appointed by the Clerk, sign minutes and file the original copies in the office of the County Clerk-[am. 6/10/14, Ord. 2014-09]*
- Apportions State and County taxes together with special charges to the municipal town/village/city clerks by December 1<sup>st</sup> each year (Finance Department completes)
- Prepare, layout, print and distribute consolidated ballots for 27 municipalities, 13 schools, county, state, federal elections and the canvass/return of votes in all county, state and federal elections
- Provide voting equipment and handicapped accessible voting machines to 38 polling places in Jefferson County
- Program & test software for 40 county-wide voting machines and 29 handicapped accessible voting machines
- Publish all required election notices in newspapers
- Update web page with candidate filings and election results
- Provide services to 11 towns/villages/cities under WisVote maintaining voter registrations & printing poll books for each election; Statistical election data entry for each relier
- Maintaining web page for elections, county clerk, county directory, committee members, and 27 municipalities
- Filing County Officers' official oaths & code of ethics reports
- Issue marriage licenses
- Issue Domestic Partnership and terminations
- Sells Department of Natural Resource (DNR)licenses

- Distributes dog licenses and supplies to municipalities; handle animal claims; distribute funds to municipalities
- Issue and mail passports and take passport photos
- Compile, print, and distribute the official County directory and monthly updates on webpage
- Issue temporary auto/truck license plates
- Signs deeds transferring County property
- Files bills presented for consideration in State Assembly and Senate and refers them to Administration & Rules Committee and county departments
- Reviews, coordinates, and administers both contracts and claims for liability and property insurance coverage for the County